



UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF CALIFORNIA

www.canb.uscourts.gov

Divisional Office Coordinator

Announcement: CS01-19 **Opening Date:** January 8, 2019
Location: San Jose **Closing Date:** Until Filled
Salary Range: CL 28, \$70,866 - \$115,157
CL 29, \$84,242 - \$136,974
Commensurate with qualifications and in accordance with the Guide to Judiciary Policy.
Position has promotion potential up to CL-29 without further competition.

The United States Bankruptcy Court for the Northern District of California is seeking qualified applicants for a Divisional Office Coordinator. The court is comprised of seven (7) judges and a Clerk's Office staff of 52 employees. The court has divisional offices in Oakland, San Francisco, San Jose and Santa Rosa.

POSITION OVERVIEW:

The Divisional Office Coordinator performs a full range of high level functional duties as well as some supervisory responsibilities. The incumbents are administratively and technically responsible for overseeing the work performed by employees in the courtrooms and intake function in their respective divisional office. The Divisional Office Coordinator works closely with the Clerk, Chief Deputy, Operations Manager, and other Divisional Office Coordinators in identifying and implementing best practices in both operations and administration. This position reports directly to the Operations Manager.

REPRESENTATIVE DUTIES:

Supervises the daily activities of respective divisional office, ensuring the timely and accurate planning, scheduling, and completion of work. In conjunction with the Operations Manager, structures and assigns the workload to effectively and efficiently utilize staff.

Effectively develops and coaches staff to achieve performance and developmental goals. Identifies opportunities for staff development and professional growth.

Coordinates with the Operations Manager on matters such as productivity, procedural and policy issues and practices; assists in the development and administration of initiatives; and provides information and observations regarding the impact of changes in practices resulting from initiatives or policy changes.

Demonstrates an in-depth knowledge of federal and local rules and court policies and procedures. Assigns and explains work requirements to subordinate levels for new or changed rules, policies, practices, or procedures. Ensures adequate training is provided and staff participates as needed.

Frequently communicates and responds to requests from judicial officers and senior management and drafts associated correspondence. Effectively and timely communicates with senior management issues of concern or potential problems.

Ensures the timely preparation and submission of employee appraisals in accordance with policy. Uses effective mediation and problem solving skills when managing conflicts in the workplace.

Displays effective skill in leading a team of employees in the implementation of new ideas and better work procedures, including process redesign and evaluating and implementing potential process improvements.

Participates in the development, drafting, and implementation of Clerk's Office policies and procedures and provides support and compliance with such policies.

Consistently displays the core values of the management team and presents himself/herself as a positive role model for others to follow. Effectively treats all employees fairly and consistently. Takes the necessary steps to mend strained relationships and understands the impact of ineffective actions. Recognizes the need for self-improvement and professional development.

Communicates effectively, both orally and in writing, with individuals and groups to provide information and reports in clear and understandable formats.

Interacts effectively and appropriately with a wide variety of individuals, providing excellent customer service, and resolving difficulties successfully while complying with policies, regulations, and rules.

Coordinates with the court's Finance Manager and Operations Manager to develop and ensure compliance with operational procedures involving financial functions and internal controls, to maintain, supervise, and account for all on-site financial functions, including supervision of cashiers, reconciliation, control of vault access and contents, custodial responsibility for divisional office financial records (e.g., mail and check logs, safe inventory, postage log and spreadsheet) and to conduct or participate in periodic financial audits.

Coordinates procurement of consumable supplies and other personal property and management and maintenance of space and facilities, inventory and other judiciary resources.

Assists in all areas of operations including, but not limited to, serving as backup to intake clerks, docket clerks, courtroom deputies and data quality assurance, as needed.

Coordinates, conducts and/or assists with outreach functions and programs such as building tours for judges, the bar, schools, federal agencies, and various organizations.

Provide oversight of the court calendar and availability of conference rooms, courtrooms, and visiting judge's chambers.

Will travel to other divisional offices as required.

Performs other duties as assigned.

QUALIFICATIONS:

A candidate must have three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment, and thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court. At least one year of experience at or equivalent to CL 27 to be considered for a CL 28 position.

PREFERRED QUALIFICATIONS:

- A bachelor's degree in a related field.
- Federal court knowledge; experience in a CM/ECF or an electronic media environment.

- Proven ability to assume and delegate responsibility; proven ability to manage and work with staff, management, the public, and bar.
- Knowledge and ability to organize, oversee, and complete projects.
- Extremely detail-oriented and organized.
- Strong leadership skills and the ability to effectively coach, develop, direct and manage a skilled service-oriented team.

BENEFITS:

Employees of the U.S. Bankruptcy Court are not included in the government's Civil Service classification. However, they are entitled to the same benefits as other federal government employees. For a list of benefits please visit our Benefits at a Glance at <http://www.canb.uscourts.gov/jobs> . The Court values a healthy work life balance and offers flexible work schedules and opportunities for telework.

APPLICATION INSTRUCTIONS

Qualified candidates are invited to apply by emailing the following to jobs@canb.uscourts.gov . The email subject line should reference **Divisional Office Coordinator position**.

1. A cover letter detailing relevant experience and how they meet the qualifications for the position.
2. A résumé.

The court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible.

Applicants who are non-United States citizens must meet the requirements for federal employment. Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

As a condition of employment, the selected candidate must complete a background check investigation, including a FBI fingerprint check. The position is subject to the mandatory electronic direct deposit of salary payment (i.e. Direct Deposit). All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if the selected candidate fails to perform at a satisfactory level. In addition, employees are required to adhere to the Code of Conduct for Judicial Employees.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

The United States Bankruptcy Court is an Equal Employment Opportunity Employer.